PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE	
Department: Production (External Preparation)	**SOP No.:**
Title: Management of Sieves	**Effective Date:**
Supersedes: Nil	**Review Date:**
Issue Date:	**Page No.:**

1.0 OBJECTIVE:

To lay down a Procedure for Management of Sieves.

2.0 SCOPE:

This SOP is applicable for Receipt, Usages, Inspection, Integrity, Cleaning and Destruction of Sieves used in Ointment Section.

3.0 RESPONSIBILITY:

Officer / Executive Production

4.0 ACCOUNTABILITY:

Head Production

5.0 ABBREVIATIONS:

BMR	Batch Manufacturing Record
QA	Quality Assurance
SOP	Standard Operating Procedure

6.0 PROCEDURE:

6.1 INDENTING:

6.1.1 On the basis of request from the user section, indent of required number of Sieves with respective sizes shall be prepared and processed through production head and head operations.

6.1.2 Inventory shall be maintained in store to avoid any interruption in Production.

6.2 RECEIPT OF NEW SIEVES:

6.2.1 New Sieves shall be entered in production area.

6.2.2 Check the calibration certificate, which is provided by vendor.

6.3 INSPECTION OF SIEVE:

6.3.1 After receiving the sieve inspection shall be done as per below manner.

6.3.2 Check the integrity of the sieves before and after use by visually in front of light and in case of receiving of sieve by means of magnifying glass.

6.3.3 Check the entire circumference of the sieve thoroughly by holding it vertically up towards the light for any type of crisis.

6.3.4 Check the alignment of mesh visually by means of magnifying glass.

6.3.5 Check the breakage of any string visually by means of magnifying glass.

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6.4 USAGES OF SIEVES:

6.4.1 All Sieves shall be stored in manufacturing area.

6.4.2 Appropriate Sieves shall be used for batches as per corresponding BMR.

6.4.3 Executive/Officer Production shall check the integrity of the Sieve and verify by QA before and after use & record in respective BMR.

6.5 CLEANING OF SIEVES:

6.5.1 Take the sieves to washing area.

6.5.2 Apply water jet /manually into the sieves for effective cleaning.

6.5.3 Take out the sieves rub with nylon brush.

6.5.4 Flush with purified water.

6.5.5 Finally rinse with purified water, to remove any traces of purified water.

6.5.6 Mop with a clean dry lint free cloth

6.6 DESTRUCTION OF SIEVES:

6.6.1 If any damage is observed during the integrity testing of the sieve do not use the sieve and inform to section in-charge for replacement and destruction of the Sieve.

6.6.2 Officer / Executive Production shall send the damaged Sieves to the Engineering Department for destruction with authorized **"Destruction Record of Sieves"** as shown in **Annexure –II.**

7.0 ANNEXURES:

ANNEXURES No.	TITLE OF ANNEXURE	FORMAT No.
Annexure-I	Sieve inspection Record	
Annexure-II	Destruction Record of Sieves	

ENCLOSURES: SOP Training Record

8.0 DISTRIBUTION:

- Controlled Copy No. 01 Quality Assurance
- Controlled Copy No. 02 Production
- Master Copy Quality Assurance

9.0 REFERENCES:

Not Applicable

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10.0 REVISION HISTORY:

CHANGE HISTORY LOG

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By

ANNEXURE-I
SIEVE INSPECTION RECORD

Date	ID No.	Sieve Size (Mesh)	Integrity (ok/ not ok)	Location-1	Inspected By	Verified By	Remark

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ANNEXURE-II
DESTRUCTION RECORD OF SIEVE

Date	Sieve No.	Mesh Size	Destruction			Remark
			Done By	Checked By	Verified By	